

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 191

Alexandria, VA

1 November 2002

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 November 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 28-02(E); 33-02(E); 40-02(E); 47-02(E) and editorial changes U02018; U02020; U02021; and U02030. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 190 cover page.

BRIEF OF REVISION

These are the major changes made by Change 191:

U1025. Adds Defense Office of Hearings and Appeals (DOHA).

U2200; Table U2C-2, Part II, Footnote 6. Includes new wording dealing with POC use when beginning or ending travel at the dependent's residence.

U3415; U4520; T4030; T4040. Changes MTMC's rental car agreements, requiring a \$5 per day administrative fee for members and employees renting cars under a Government agreement.

U5130-A1; U5230-A1. Deletes pars. U5130-A1e and f and U5230-A1e and f.

U5630-B, item 15. Revises the effective date of the partial DLA from 9 February 2002 to 1 January 2002.

U7200-A3b; U7206, item 5; U7207-D3; U7300-C3. Clarifies that a traveler is not allowed contract city pair fares to and from higher cost alternate (or other) locations (e.g., FEML, R&R, RAT).



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{211}z. Blank out the entire worksheet as provided by the Navy.

Appendix E. Insert activities and funding for operations commands that now have the authority to approve Avanti program elements. (Other operations commands will have 90 percent ceiling of the applicable per diem rate.)

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JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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CHAPTER 1

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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

This Volume contains basic statutory regulations concerning official travel and transportation of members of the Uniformed Services. The regulations in this Volume pertain to travel and transportation and certain station allowances. These regulations are issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C. There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized. All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The allowances include:*

1. environmental and morale leave transportation.
2. travel and other expenses for dependent education.
3. home visitation between consecutive tours.
4. dependent travel in connection with TDY.
5. dependent visitation.
6. dependent care expenses connected with training of responsible dependents.
7. representational travel by dependents.
8. removal of dependents and HHG.
9. shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

U1010 IMPLEMENTATION

A. Entitlement Regulations. *The regulations in this Volume require no further entitlement implementation.* When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below.

1. completion and submission of travel vouchers;
2. order endorsements related to foreign flag carriers (par. U3125-C4);
3. procedures for the issuance, use and care of travel tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Part B, Chapter 5, Part C, Chapter 5, Part D, Chapter 5, Part E2, Chapter 5, Part F, Chapter 5, Part G and Chapter 5, Part H - see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9116-B, and U9208);
5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
7. claims for personally-procured HHG transportation (see par. U5320-D);
8. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474, and U5520);
9. personal emergency determination (see par. U7205-A);
10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
11. currency loss/gain procedures for OHA (see par. U9116-B);
12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-H, Example 4, after step 3);
13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT);
14. establishing children's dependency (see Appendix A definition of DEPENDENT); and
15. CTO use policy (see par. U3120).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

***U1025 COMPTROLLER GENERAL (CG), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG, DOHA, and OSD GC. CG, DOHA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

PART C: TRAVEL STATUS

100. TRAVEL STATUS

Importance of Travel Status. Members are entitled to travel and transportation allowances only while in a "travel status." They're in a travel status while performing travel away from their PDS on public business under competent orders, including necessary delays en route. Travel status begins when members leave their residences, offices, or other points of departure and ends when they return to their residences, offices, or other points of arrival at the conclusion of the trips.

Circumstances Under Which Travel Status Exists. "Travel status," except as a member of ship's complement, includes:

1. Travel in connection with necessary TDY including time spent at a TDY station, without regard to whether travel is performed while traveling, and without regard to the length of time away from the PDS;

2. Travel to a port;

3. Unavoidable delay while awaiting further transportation after travel status has begun;

4. Travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local area, see paragraph U3500-C);

5. Travel by transportation or other aircraft, including:

a. Flights for training purposes made under orders of competent authority that require one or more landings en route from the starting point; and

b. All necessary delays incident to the mode of travel;

6. Flights for training purposes made in the absence of travel orders when it is necessary to remain away from home, and

7. Other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to justify travel status.

101. Travel Status Beginning and Ending

1. Aircrew Members or Couriers Only. See Table U2C-1.

2. Other Than Aircrew Members or Couriers. See Table U2C-2.

3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:

- a. the member arrives at the vessel's homeport, and
- b. no further travel away from the homeport is required by the PCS orders before reporting on board the submarine

whether or not the submarine is at the homeport (57 Comp. Gen. 178 (1977)).

102. TDY Departure/Return Site

a. The authorizing/order-issuing official may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS.

b. When outages to the Government, POC use may be authorized/approved to begin/end at the:

- (1) Member's residence (from which the member commutes daily to the PDS).
- (2) Location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or
- (3) Place near the member's residence where the POC is garaged/stored.

c. *Relative cost should be a consideration.*

d. **EXAMPLE:** The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and or end official travel on TDY at Norfolk, VA.

Table U2C-1

Part I -- Beginning of Travel Status

Departure from PDS -- Aircrew Members¹

Rule	A When Member Departs	B And Proceeds To	C And Then To	D Travel Status Begins When Member Departs From
1	Home	Office	Flight opns/terminal at the PDS ^{3/}	Terminal ^{4/}
2	Home	Flight opns/terminal at the PDS ^{3/}	N/A	Terminal ^{4/}
3	Home	Office	Flight opns/terminal not at the PDS ^{3/}	Office ^{2/}
4	Home	Flight opns/terminal not at the PDS ^{3/}	N/A	Home

Part II -- Ending of Travel Status

Rule	A When Member Returns To	B And Proceeds To	C And Then To	D Travel Status Ends When Member Returns To
5	Flight opns/ terminal at the PDS ^{3/}	Office or home	N/A	Terminal ^{4/}
6	Flight opns/ terminal not at the PDS ^{3/}	Office	Home	Office ^{2/}
7	Flight opns/ terminal not at the PDS ^{3/}	Home	N/A	Home

^{1/} Members performing TDY as aircrew members includes those members for whom aircrew duty is an additional duty. Also includes Armed Forces couriers and other members who primary duty makes the air terminal a regular duty place. This does not apply to Reserve Component members for first and last day when called to active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs upon relief from active duty.

^{2/} Disregard travel to and from office if no duty was performed there.

^{3/} "At PDS" means within the limits of the PDS as defined in Appendix A.

^{4/} Departs from/returns to terminal refers to "wheels up/wheels down."

Table U2C-2
Part I--Beginning of Travel Status
Departure from PDS--Other than Aircrew Members and Couriers

	A	B	C	D	E
Rule	When Member Departs From:	And Proceeds to:	And Then To:	And Then To:	Travel Status Begins When Member Departs From:
1	Home 6	Transportation Terminal	N/A	N/A	Home 6
2	Home	Office 1	Transportation Terminal	N/A	Office 2, 5
3	Home	Office 1	Another duty/departure point within PDS 5	Transportation Terminal	Another duty /departure point within PDS 3.4

Part II--Ending of Travel Status

	A	B	C	D	E
Rule	When Member Returns To:	And Returns To:	And Then To:	And Then To:	Travel Status Ends When Member Returns To:
4	Terminal	Home 6	N/A	N/A	Home 2, 6
5	Terminal	Office 1	Home	N/A	Office 1, 2, 5
6	Terminal	Another duty/arrival point within PDS 3, 4	Home	N/A	Another duty/arrival point within the PDS 5

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.

2/ Applicable even though terminal is located at the PDS.

3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."

4/ "Another departure/arrival point is never a transportation terminal.

5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.

6/ The authorizing/order-issuing official may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS. If advantageous to the Government, POC use may be authorized/approved to begin/end at the: (1) member's residence (from which the member commutes daily to the PDS), (2) location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or (3) place near the member's residence where the POC is garaged/stored. **Relative cost should be a consideration.** **EXAMPLE:** The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

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U3310	POC Use on TDY (Not Advantageous to the Government) A. Mileage Plus Per Diem B. Transportation by Mixed Mode
U3320	POC Use to and from Transportation Terminals or PDS A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-Way Trips to and from a Transportation Terminal C. Member Departs from PDS on TDY D. Two or More Members Travel in Same POC
U3325	POC Use Between Residence and TDY Station
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U3405	Miscellaneous Expenses
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U3415	Special Conveyance Use A. General B. Selecting a Rental Vehicle C. Reimbursement for Special Conveyance Use D. To/From Carrier Terminals

- E. Between Duty Stations
- F. Special Conveyance Use in and Around PDS or TDY Station
- G. Limited to Official Purposes

- U3420** **Bus, Streetcar, and Subway Use**
- A. To/from Transportation Terminals
 - B. Between Residence and PDS on Day Travel Performed
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U3510	Travel in the TDY Location <ul style="list-style-type: none"> A. Points of Travel B. Conditions for Entitlement C. Travel by Commercial Means D. Travel by POC
U3535	Travel Between PDS Duty Site and Residence
U3540	Vouchers and Supporting Documents

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

U3550	General
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*1. Reimbursable Expenses. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include:

- a. fuel and oil;
- b. parking;
- c. garage, hangar or boathouse rental;
- d. subsistence of operator;
- e. ferry fares;
- f. bridge, road and tunnel tolls;
- g. liability insurance required by the company furnishing the special conveyance as a rental condition (see par. C3415-C2, below, for insurance);
- h. optional extra collision hull insurance for rental aircraft;
- i. traveler access fee (when charged); and
- j. any per-day administrative fee called for in the MTMC rental car agreements.

2. Insurance on a Rented Automobile

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country; or
- (2) certain classified special operations are involved.

b. Damage to Rented Motor Vehicle. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The Government may make direct payment to car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. *Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.*

c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (*found at website <http://www.dtic.mil/comptroller/fmr/>*). (or appropriate Service regulations for the non-DoD Services). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. between place of residence, lodging, or duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a transportation terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging and from the PDS to the member's residence on the day of return from TDY.

U3430 COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	General
U4305	Actual Travel Time
U4325	Scheduling Travel A. Schedule B. Early Departure
U4326	Travel During Hours of Rest, Rest Stops En Route and a Rest Period at a TDY Point after approval A. Starting and Ending Travel B. Rest Stop En Route C. Rest Period at the TDY Point before Reporting for Duty D. Delaying Return Travel to Use Reduced Travel Fares
U4330	POC Travel
U4335	Special Conveyance Travel
U4340	Mixed Modes Travel

PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	Government Mess A. Mess Available B. Mess Not Available C. Travel Order/Voucher Documentation

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

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U4500	General A. Scope B. Transportation Expenses Incurred in or Around a PDS or TDY Location
U4505	Communication Services
U4510	Reimbursement for Occasional Meals and Quarters A. General B. Computation for Occasional Meals and Quarters

U4520	Miscellaneous Expenses
	A. General
	B. TDY Expenses
	C. PCS Travelers
U4535	Registration Fees
U4539	Reimbursement of Preparatory Travel Expenses When the Order is Amended, Modified, Canceled or Revoked

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

<u>Paragraph</u>	<u>Contents</u>
U4600	General
U4605	Member Ordered on Indeterminate TDY
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	B. Transportation of Dependents to TDY Station or Other Location
	C. Return of the Member to the PDS
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PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

<u>Paragraph</u>	<u>Contents</u>
U4700	General
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U4710	Basic Entitlement
	A. Shipments in Addition to Authorized TDY Weight Allowance
	B. Weight Allowance
	C. Shipment of Replacement Items
U4715	Limitations
U4720	Methods of Shipment
U4725	Factors Affecting TDY HHG Transportation
	A. Weight Allowance Entitlement
	B. Orders Amended, Modified, Canceled or Revoked
	C. Improper Shipments
U4730	Not Used
U4735	When Excess Charges Are Incurred
U4740	Called (or Ordered) to Active Duty

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.

6. fees for:

- a. currency conversion ***NOTE: Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does ***not*** include cashing ***salary*** checks/drafts);
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and
- d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees:

8. transportation-related tips for taxis, limousines, and courtesy transportation:

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E):

10. customary tips for handling ***any baggage*** at transportation terminals; and

11. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

****B. TDY Expenses.*** In addition to those expenses listed in par. U4520-A, reimbursable expenses for members on TDY include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures ***of the foreign country*** involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

4. authorizing/order-issuing official authorized/approved expenses for:

a. services, including associated equipment needed for reports/correspondence preparation:

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental (used for official business) at a hotel/other place;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

- g. official local and long distance telephone calls (see par. U3320);
- h. excess baggage and other excess charges (see par. U3320);
- i. conference registration fees;
- j. dual lodging costs (see par. U4125-A10);
- k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled. *NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.*
- l. expedited charge card delivery (*effective 1 May 2001*);
- m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDPMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements).
- n. late check-out fees for lodging;

5. Certain laundry dry-cleaning expenses:

- a. The cost incurred during TDY travel (*not after returning to/arriving at PDS*) for personal laundry (dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry; 7 nights, NTE \$14; 8 nights, NTE \$16).;
- b. The cost incurred during TDY PCS travel for personal laundry dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for *OCOMUS* travel and is part of the incidental expense allowance included within the per diem rates AEA authorized/approved for OCOMUS travel;

- 6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
- 7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
- 8. customary tips for handling Government property at terminals and hotels; and
- *9. any per-day administrative fee called for in the ATMC rental car agreements.

C. PCS Travelers. Members are authorized the expenses listed in par. U 4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

- 1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
- 2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
- 3. when dependents travel without the member AEA is prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

- U5130** **Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay**
- A. General
 - B. Time Limitations
 - C. Recalled to Active Duty before Selecting a Home
 - D. Recalled to Active Duty after Selecting a Home
 - E. Members on TDRL Who Are Discharged or Retired
 - F. Member Ordered to a Place to Await Disability Retirement

- U5160** **Allowable Travel Time Computation**
- A. General
 - B. Transoceanic Travel
 - C. Common Carrier at Personal Expense or Mixed Modes Travel
 - D. Elapsed Time is Less Than Authorized
 - E. Additional Travel Time

- U5165** **Advance of Funds**

PART C: DEPENDENT ALLOWANCES FOR TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
U5200	Purpose
U5203	Basic Entitlements <ul style="list-style-type: none">A. GeneralB. When Dependents' Travel and Transportation Allowances Are Not PayableC. Travel Before Orders IssuedD. Time Limitation
U5205	Not Used
U5207	Transoceanic Travel <ul style="list-style-type: none">A. Transportation ModeB. Air Travel Medically InadvisableC. Travel by Oceangoing Car Ferries
U5210	Per Diem Rates of Dependents' Travel <ul style="list-style-type: none">A. GeneralB. Dependents' Accompany MemberC. Dependent(s) Travel IndependentlyD. Examples
U5212	Reimbursable Expenses

U5215**Factors Affecting Travel of Dependents**

- A. Members Attain Eligibility for Dependent Travel
- B. Dependent Child Attains Age 21 or 23 or Loses Student Status while Member Serving OCONUS
- C. Dependents Acquired on or before Effective Date of Orders
- D. Effect of Changes in Ages or Dependency Status on Entitlements
- E. Orders Amended, Modified, Canceled or Revoked After Travel Begins
- F. Dependents Temporarily Absent from the Old PDS, Designated Place, or Safe Haven when PCS Orders are Received
- G. Change of Station While on Leave or TDY
- H. Dependents En Route to the New PDS at the Time of the Member's Death
- I. Spouse Separates from the Service after the Effective Date of Member's PCS Orders
- J. Legal Custody of Children Changes after the Effective Date of PCS Orders

U5218**Travel and Transportation Involving Old and/or New Non-PDS Location****U5220****Dependents Join or Accompany Member During TDY En Route**

- A. General
- B. Payable MALT Rate
- C. Per Diem

U5222**Various Unique PCS Orders**

- A. Called (or Ordered) to Active Duty
- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
- D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- E. Reassigned OCONUS before Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action
- F. Consecutive Overseas Tours (COTs)
- G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents
- H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
- I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
- J. Assigned to a Mobile Unit or Ship Based Staff
- K. Member Ordered to Hospital in CONUS
- L. Convicted Personnel Awaiting Completion of Appellate Review
- M. Ship Being Constructed or Undergoing Overhaul or Inactivation

U5225**Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay**

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
- D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
- F. Member Serves Less Than Initial Prescribed Period of Service
- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

- c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or
- e. discharged under 10 U.S.C. §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service Under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

- 1. found unfit by a physical evaluation board to perform the duties of the member's grade,
- 2. not entitled to a HOS move under par. U5130, and
- 3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

*1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967):

- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

A member may select a home:

- a. any place within the United States;
- b. the HOR outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
- c. any other place. *NOTE: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.*

2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:

- a. is retired without pay;
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

- a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).
- b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service

termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-4).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

- a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and
- b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-4).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service or is substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5121-4, and the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph is not incident to the member's separation from the Service (B-207157, February 2, 1985).

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last active duty date, or as extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the HOS, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL, who is discharged or receives severance pay or retirement for any reason (including transfer to the Fleet Reserve or the FMFV), upon release, is entitled to no additional travel and transportation allowances other than those paid under par. U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders issued (see COMNAVSTA 348 (1953)).

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. *A member reassigned before departure at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.* The maximum allowable that may be allowed under this paragraph is that which would have been allowed under par. U3005-C had travel been performed entirely by POC. If PCS orders are amended, modified, canceled or revoked en route, no time is allowed between the same points as were used to determine the member's travel allowances. In cases involving travel off unit or on afloat unit and a shore activity, the unit's location(s) on the departure date or the proposed location of the arrival date are used to determine travel time subject to correction after the fact if either party is shown to be incorrect. The "arrival date" and "departure date" are the authorized arrival, reporting, and home departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles traveled from the place of residence to the local transportation terminal or vice versa, are disregarded. Except as provided in par. U5170-F, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. *Travel time allowed is in excess of that allowed for per diem computation purposes.*

B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port while awaiting transportation is included in the actual time for calculation purposes regardless of the embarkation or debarkation hour.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time for travel by common carrier at personal expense or by mixed modes (par. U5165-F), is:

- a. travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination; and
- b. 1 day for commercial transportation other than transoceanic (see par. U5160-B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005-C;
Step 3 -- Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two

Example 1: Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

2. active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not entitled to dependents' travel and transportation allowances in connection with relief from that active duty.

F. Member Serves Less Than Initial Prescribed Period of Service. This subparagraph applies to members separated from the Service or relieved from active duty who have not served at least 90 percent of an initial active duty enlistment or other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. This subparagraph does not apply to a member who is:

1. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5230-A1a);
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);
3. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
4. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
5. discharged under 10 U.S.C. §1173 for hardship; or
6. discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for entitlement to exist under this subparagraph. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not entitled to select a home under par. U5130, but who, for the convenience of the Government, is ordered to a place to await the results of the disability proceedings, is entitled to dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board shall not be contested. Dependents' travel under this subparagraph shall not preclude entitlement to dependents' travel when disability separation orders, or other orders, ultimately are issued. Such entitlement is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed entitlement for the distance from the member's PDS at the time the member received orders to proceed in an awaiting orders status to the point to which the member is entitled incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

*1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is entitled to dependents' travel and transportation allowances for travel actually performed up to the entitlement for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under this subparagraph to the member's HOR or PLEAD outside the United States under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is entitled to dependents' travel and transportation allowances under par. U5225-A when the member:

- a. is retired without pay;
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

4. Separation from the Service or Retirement. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town, (intra-city) or metropolitan area (inter-city) is authorized when a member is:

- (a) separated from the Service or relieved from active duty as prescribed in par. U5360, or
- (b) retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to Government or Government-Controlled Quarters Assignment Termination. Pars. U5355-C1 and U5355-C2 apply worldwide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this subparagraph. For NTS information incident to Government or Government-controlled quarters occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate Government or Government-controlled quarters incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is authorized a short distance HHG move, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. assignment to Government quarters to use idle housing,
- b. vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement),
- c. reassignment to Government quarters when the conditions in item b have been rectified or alleviated, or
- d. assignment to privatized housing.

The short distance move may be made from to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. *A short distance HHG move, incident to moving to/from Government quarters, is not authorized to accommodate a member's personal problems, convenience, or morale.*

2. Moving from Government-Controlled Quarters. When a member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to other local quarters from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is authorized a short distance HHG move from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade when directed by competent authority for the Government's convenience. Such a move would be at Government expense. If a member is directed by competent authority to vacate local economy quarters because the quarters are found to be unfit for occupancy, the member's residence does not meet Service health or sanitation standards, or the quality of the housing

area/complex "off-limits". Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is authorized a short distance move:

- a. to other local economy quarters,
- b. from NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE: See pars. U5125 and U5225 for related member/dependent transportation.

A. General. Except when a member is:

1. separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);
2. separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);
3. in a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);
4. stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B2.); or
5. separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty, is authorized HHG transportation to the location the member elects under par. U5125, from whichever of the following applies:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

HHG transportation may be between places other than the authorized places if the member assumes all financial responsibility for costs in excess of transportation from the authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for

14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below grade E-6) is authorized a DLA if the spouses:

- a. *have no dependents*,
- b. are assigned simultaneously to permanent duty aboard ship(s),
- c. elect not to occupy assigned shipboard quarters, and
- d. occupy non-Government or family-type Government quarters ashore.

(73 Comp. Gen. 6 (1993)).

*15. *Effective 1 January 2002: Housing Moves at a PDS for Government Convenience.* A partial DLA of \$500.00 must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

- (a) privatization,
- (b) renovation, or
- (c) any reason other than PCS.

***NOTE:** Partial DLA is not authorized for those local moves from Government quarters upon separation/retirement.*

Effective for PCS orders issued on or after 1 January 2002

C. Special Categories DLA *Not* Authorized. DLA is *not* authorized in connection with a PCS:

1. from home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS;
2. from last PDS to home or to the PLEAD;
3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. when the member does not relocate the household ***NOTE: Relocation of a household is not limited to HHG shipment. A member may relocate the household and not ship HHG or move dependents (e.g., A member with dependents who leaves the dependents in place, takes some personal belongings and moves to the new PDS has in fact relocated the household and the member may be eligible for a DLA if Government quarters are not available at the new PDS.)***; or
5. for a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c, U5203-B2e, U5203-B2f; and U5203-B3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. who relocates the household incident to official alert notification,
2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement When a Member Married to a Member of the Armed Forces (see U56-1 One PDA at the rate payable to the senior member) is authorized to be paid for travel by a single individual, couple, assigned to family-type Government quarters, if with:

- a. are without dependents, and
- b. move to a new PDS.

Table U5G-3 is for a member married to a member of the Armed Forces who establishes a household at one PDS and establishes a household at a new PDS.

PART H: LEAVE TRAVEL AND TRANSPORTATION

EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

*U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. **NOTE: No cruise or tour packages.**

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on:
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS order to the new OCONUS PDS; and
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.
3. Authorized Locations. The authorized locations listed below are official travel locations to and from which available contract city pair fares may be used.
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) from the old to the new OCONUS PDSs via an authorized destination; or
 - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

*b. An authorized destination is the member's HOR or an alternate place to which travel is no more expensive than to the HOR. *If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.* If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized approved travel to that alternate place), city pair fares are not authorized to the alternate place.

Example 1:

Member's PDS is in Germany and the HOR is Ames, Iowa.

No city pair to Ames, Iowa and least expensive unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize COT leave to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400). (The member is not responsible for the additional \$200 cost if travel to Boston, MA is authorized/approved by the Secretarial process making the city pair fare to Boston available.)

Example 2:

Member's PDS is in Germany and the HOR is Washington, DC.

City pair trip cost is \$980.

Member desires to utilize COT leave to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if separate COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

a. begins the consecutive tour at the old OCONUS PDS, or

b. reports to the new OCONUS PDS.

Exception to Time Limit for Contingency Operation: (Effective 1 November 1995) If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. A member, directed to use Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures other transportation at personal expense, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is authorized to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

a. travel is to other than an authorized location, or

b. a member elects:

(1) transportation under par. U7305, or

(2) either option available in lieu of transportation under par. U7305.

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

*A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized locations". The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

- a. on permanent duty OCONUS,
- b. assigned to an OCONUS ship or unit operation, or
- c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:

- a. are command sponsored and reside OCONUS with the member,
- b. reside at an OCONUS location and for whom the member receives a station allowance, or
- c. reside in CONUS and the member:
 - (1) is on permanent duty OCONUS, or
 - (2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

- a. from which first called (or ordered) to active duty,
- b. of first enlistment, or
- c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including par. U7205-C1b(3)) are official travel locations to and from which available contract city pair fares may be used.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

- a. Authorized originating locations are:

- (1) a member's PDS;
 - (2) dependents' other OCONUS location; or
 - (3) member's or dependents' location when notified of the personal emergency;
- b. Authorized destination points are:
- (1) Either:
 - (a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or
 - (b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or
 - (2) an airport in a nonforeign OCONUS area (see Appendix A); or
 - (3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: *There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.*

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

- a. Authorized originating locations are the international airports nearest the:
 - (1) member's PDS, or
 - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
 - (1) an international airport in a nonforeign OCONUS area; or
 - (2) any other OCONUS location, as determined by the Secretarial Process.

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (*if applicable*) personal emergency transportation between the TDY/unit location or ship and the:

- a. PDS,
- b. homeport, or

c. Other Location

2. Space required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the diverged rate does not apply if Government transportation is reasonably available and not used.***

3. Transportation reimbursement for travel between the TDY/unit location and another location is limited to the transportation cost between the TDY/unit location and the PDS or homeport.

4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's transportation cost to the PDS directly from the other location is limited to the balance of the transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

*5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c other location) to and from which available contract city pair fares may be used. If the member travels to a more expensive "other location," city pair fares are not authorized to the other location.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION

A. Policy. FEMLE policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEMLE if they:

- a. are command sponsored, and
- b. reside with the member at the FEMLE PDS.

C. Limitation

1. Number of FEMLE Trips

- a. The number of FEMLE trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEMLE Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
 - c. Personnel taking **IPCOT assignments** are entitled to additional FEML trips based on the above table.
 - 2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.
- D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.
- 1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
 - 2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
 - *3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel and contract city pair fares may be used. If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.
 - 4. Location Designation/Recertification
 - a. Designating Authorities. The following are designating authorities for FEML locations/destinations:
 - (1) DoD Services: USD (P&R);
 - (2) NOAA: Director, NOAA Corps;
 - (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
 - (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.
 - b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
 - c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) *before* the indicated recertification date.
- E. Transportation
- 1. Member/Dependent. Members and dependents may travel together or independently.
 - 2. Restrictions. A member/dependent(s) taking a FEML trip:
 - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. may use commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages.
- NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***
- 3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. (*See par. U3320 and Chapter 3, Part E.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. If a member dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process; and
2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under par. U7210 A is entitled to select:

1. transportation in kind or Government-procured transportation;
2. reimbursement for the commercial transportation cost when the member travels at personal expense; or
3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under par. U7210-B2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MAIT PLUS under par. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MAIT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MAIT PLUS under this paragraph, if otherwise eligible.
2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation in kind or Government-procured transportation is authorized for such travel, but Government-procured transportation costs shall not exceed the costs for travel between the ship's old and new locations.

PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

- a. Standard Tour: One per 12-month period.
- b. Contingency Tour: One per contingency tour.

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

*3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location to and from which available contract city pair fares may be used. If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.

4. Location Designation/Redesignation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: OASD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Unified Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. DoD Services must send redesignation requests through Unified Command channels to reach OASD (MPP) before the indicated redesignation date.

D. Transportation

1. Uniformed Members only
2. Restrictions. A member taking a R&R trip may use:
 - a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
 - b. commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.
3. Procurement. Commercial air transportation must be in accordance with par. U3120.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member's duty station and the authorized destination as determined in par. U7300-C2.
5. Time Limitation
 - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
 - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

U7305 TRANSPORTATION FOR SR&R ABSENCE

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under par. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in par. U3305-B.

U9107 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA's purpose is to defray the move-in costs associated with occupying privately leased/owned quarters covered under the OHA program. MIHA is not intended to cover move-out costs. In most cases, members entitled to OHA are entitled to MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in Appendix N. Various surveys are sent to members in privately leased housing to document utility and move-in expenses. They are discussed in Appendix N.

B. Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. Eligible members are entitled to MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA entitlement when:
 - *a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
 - b. a member executes a PCS but remains in the same dwelling place; or
 - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made by members to make their dwellings habitable. This up-front lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in OCONUS dwellings. See Appendix K table at <http://www.dtic.mil/perdiem/> for the amounts payable. Only one payment is authorized at a PDS unless par. U9107-B2 applies.
 - b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.
 - c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.
5. Each member entitled to OHA receives MIHA/Miscellaneous. To receive payment for MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and entitled to MIHA is entitled to the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).
6. Acceptable claims for MIHA/Rent and/or MIHA Security must include proper documentation and all receipts for expenditures of \$75 or more.

U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. General. Except when:

1. a MALT PLUS per diem is payable on the arrival day; or
2. prohibited for noncommand-sponsored dependents by par. U9109-B.

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without dependents rate,
2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand-Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

APPENDIX L*ACTUAL EXPENSE ALLOWANCE (AEA)****CHANNELS OF SUBMISSION**

A. AEA Requests not to Exceed the 150 Percent Ceiling. Except under the circumstances in par. C, AEA requests, not to exceed the 150 percent ceiling established in JFTR, pars. U4210-B1 and U4210-B2 or JTR, pars. C4602-B1 and C4602-B2, are submitted to the appropriate below-listed office or as otherwise designated by the Service concerned. ***Requests should arrive at least 10 days before travel begins.*** The authorizing/order-issuing official, or the official who requires the TDY assignment if different from the authorizing/order-issuing official, determines if an AEA is warranted. Authority to authorize/approve AEAs is delegated as indicated below.

NOTE: *Do not send AEA requests directly to the PDTATAC.*

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. ***This authority shall not be re-delegated.***

g. Defense Information Systems Agency
Attn: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

- h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035
- i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600
- j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221
- k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816
- l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400
- m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651
- n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515
- o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for
assigned personnel and other DCAA personnel under their command and control
- p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

- s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137
 - t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000
 - u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884
 - v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206
 - w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799
 - x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002
2. Army:
- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the authorizing/order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (*MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of authorizing/order-issuing officials. If MACOM not listed the AEA authority has been delegated to the authorizing/order-issuing official.*);
 - b. Commander, Army Materiel Command (AMC), Attn: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;
 - c. Headquarters, Military Traffic Management Command (MTMC), Attn: MTRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRMTMC ALEXANDRIA VA//MTRM-F//; Telephone: DSN 328-2350, Commercial (703) 428-2350;
 - d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;
 - e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

- f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN 680-4221; Commercial (804) 727-4221; ***NOTE: Delegated to Installation Commanders with further delegation authorized;***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
- m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFos.***
- n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.
3. Navy:
- a. Military Personnel: Authorizing/order-issuing officials;
- b. Civilian Employees: Heads of Activities/commands or their designees.
4. Marine Corps:
- a. Military Personnel: Authorizing/order-issuing officials;
- b. Civilian Employees: Heads of Activities/Commands or their designees.
5. Air Force:
- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander;***

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;
- c. HQ USAF, Authorizing order-issuing officials;
- d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) – ARPC DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level*.
- 6. Coast Guard (Military Personnel): Authorizing order-issuing official.
- 7. National Oceanic and Atmospheric Administration Corps: Authorizing order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- 9. Combatant Commands:
 - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
 - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
 - c. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Ave., Miami, FL 33172;
 - i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
- 10. Special Operation Commands:
 - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA Telephone: DSN 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
 - c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
 - d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;
 - e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
 - f. Commander, Special Operations Command Pacific, Attn: RM, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
 - g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCIJCOM NORFOLK VA//RM//J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
 - h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
 - i. Commander, Special Operations Command South, Attn: RM, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOC SOUTH PUERTO RICO//RM//J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782. Email address: J8@socso.southcom.mil;
 - j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM//COMP//. Telephone: DSN 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil;
 - k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM//COS//FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.
11. Schools:
- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
 - b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
 - c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.
12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

B. AEA Requests not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, AEA requests, not to exceed the 300 percent ceiling established in JFTR, par. U4210-B3 or JTR, par. C4602-B3, are submitted to the appropriate below-listed office or as otherwise designated by the Service concerned. Requests should arrive at least 10 days before travel begins. The authorizing/order-issuing official, or the official who requires the TDY assignment if different from the authorizing/order-issuing official, determines if an AEA is warranted.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. *This authority shall not be further delegated.*

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operations Commands:

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122;

- e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSCOU/JOINT/OPS//CDLL/COS/. Telephone: DSN 579-2649, Commercial (850) 834-3639.
 - f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, P.O. Box 64046, Camp H. M. Smith, HI 96064-0466. Message address: COSOPAC HONOLULU HI/COS/J4/. Telephone: DSN 315-477-3033, Commercial (808) 477-3033.
 - g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS Norfolk, VA 23511-1701. Message address: COMSOPJECOM NORFOLK VA/COS/J4/. Telephone: DSN 646-5844, Commercial (877) 443-5854.
 - h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOPCEUR STAHNGEN GE/COS/. Telephone: DSN 314-430-4488, Commercial (911) 314-430-4488.
 - i. Commander, Special Operations Command South, Attn: Chief of Staff, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOP SOUTH PUERTO RICO/COS/J4/. Telephone: DSN 865-8780, Commercial (787) 865-8780.
 - j. Commander, Special Operations Command Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5264. Message address: COMSOPCENT MACDILL AFB FL/COS/. Telephone: DSN 299-6547, Commercial (813) 878-6547.
 - k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA/COS/FKSO/. Telephone: DSN 315-723-8009, Commercial (911) 822-7913, Ext. 5583.
5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A13 above for authorization approval authority.

C. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands

APPENDIX M

STATION ALLOWANCE AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

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APPENDIX M

PART I: REPORTING PROCEDURES

A. Purpose. Reports and data required by this Appendix provide actual cost data needed to establish or adjust the overseas housing allowances (OHA), overseas cost-of-living allowances (COLA), and non-foreign area travel per diem allowances (i.e., Alaska, Hawaii, Guam, and other U.S. territories and possessions).

B. Required Allowance Reports. Required allowance data reports include:

1. Overseas Housing Allowance (OHA). OHA is a combination of:

- a. utility/recurring maintenance allowance, and
- b. move-in housing allowance, (MIHA) (see Appendix N for additional MIHA information),
 - (1) MIHA/miscellaneous,
 - (2) MIHA/rent,
 - (3) MIHA/security, and
- c. rental data reports.

2. Cost-of Living (COLA). COLA indexes are determined using data provided by means of a:

- a. Living Pattern Survey (LPS) to determine where members purchase goods and services, and
- b. Retail Price Schedule (RPS) to record the cost of a market basket of goods and services.

3. Travel per diem. Per diem travel allowances are determined from data reported on Department of State Form DS-2026, Hotel and Restaurant Report.

C. Overseas Housing Allowance (OHA) Reports. The following reports are used in determining OHA allowances:

1. Utility/Recurring Maintenance Allowance. The Per Diem Travel and Transportation Allowance Committee (PDTATAC), in conjunction with a private contractor, conduct an annual utility survey. The survey is entitled the 'Overseas Housing Allowance Utility Expenses Survey'. Actual utility cost data is collected and used to adjust utility/recurring maintenance allowances. *To ensure that proper utility allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all utility expenses for later survey completion and cost reporting.*

2. MIHA/Miscellaneous. In addition to the utility data collected by survey in subpar. 1. once every three years PDTATAC collects data to determine the cost of initially outfitting dwellings. The survey is entitled the 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. Actual cost data for move-in expenses is included and used to adjust MIHA allowances. *To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.*

3. Rental Data Reports. Rental data for members in privately leased quarters are based on data provided by the uniformed member and is reported to PDTATAC by the Defense Manpower Data Center (DMDC West).

- a. Established Duty Locations. Members report their rental costs to their finance centers by completing DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report).

- (1) Rental data for each location is reviewed at least twice a year.
- (2) Rental ceilings are set based on what currently assigned members are paying.

b. New Duty Locations. When a member is assigned to a PDS for which no rental data is available, the Country Allowance Coordinator (see Part III, of this Appendix for more information about the Country Allowance Coordinator's responsibilities) must provide the following information to PDTATAC:

- (1) member's name,
- (2) member's grade,
- (3) member's SSN,
- (4) number of dependents,
- (5) if the dwelling member is renting is a house or apartment,
- (6) number of bedrooms and baths,
- (7) total square footage of dwelling,
- (8) commuting distance to PDS (in both time and miles),
- (9) amount of monthly rent (in the currency used to pay the rent), and
- (10) if any utilities are included in the rent.

D. Cost-of-Living (COLA) Reports

1. Forms/Handbook Used to Collect COLA Data. Use the following forms and handbook to collect COLA data:

- a. Retail Price Schedule (RPS). The RPS data is collected annually and reports actual prices for a market basket of goods and services at the OCONUS location. The report is fully automated and can be completed on any computer. A paper-based version is available for use in locations where completing an automated survey is not possible.
- b. Living Pattern Survey (LPS). The LPS is required at least once every three years to determine where service members shop and how they allocate their purchases between local market and U.S. Government shopping facilities. The survey is fully automated and can be completed on any personal computer. A paper-based version is available for use in locations where completing an automated survey is not possible.
- c. The Retail Price Schedule Handbook. The Retail Price Schedule Handbook contains *step-by-step instructions and guidance for completing the COLA reports*. For copies of the required reports and the handbook see the PDTATAC website at: <http://www.dtic.mil/perdiem/datacollectfrms.html>.

2. Required COLA Reporting Localities. The localities that are required by PDTATAC to submit reports are listed in Table A, Part VI, of this Appendix. Column two indicates the required month for completing the annual RPS and column three indicates the year for the completing the required LPS. PDTATAC and Department of State (DoS) share COLA reports for other localities. The DoS Standardized Regulations (DSSR) require COLA reports from selected overseas cities. DoS makes the reports available to PDTATAC and PDTATAC then determines the COLA for the uniformed members.

- a. Countries with large numbers of duty stations need only submit a sample of COLA data collection reports. These reports determine COLA indexes for other localities with similar living costs.

b. For locations where DoS is responsible for report submission, the senior uniformed officer in the area is responsible for maintaining liaison with DoS and cooperation in report preparation. If the DoS reported prices or the reported sources of supply and services are not representative for uniformed members, the senior officer has two options:

- (1) request that the reporting agency include separate RPS pages or a statement showing the points of difference, or
- (2) prepare and submit separate RPS pages or a statement showing the points of difference.

c. See Table A, Part VI, of this Appendix for a list of required reporting locations and their reporting schedule.

3. Voluntary RPS Reports. Preparation of RPS reports requires significant resources; therefore voluntary reports should only be submitted:

- a. after the Commander confirms the necessity of the report with the Country Allowance Coordinator,
- b. when costs are considered substantially different from the costs in other areas of the country for which reports are already required, and/or
- c. the value of the U. S. dollar has changed by more than 15% against the unit of local currency.

4. Out-of-Cycle Reports

a. Retail Price Schedule. Out-of-cycle RPS reports should only be considered when unusual changes have occurred since the submission of the last RPS, i.e.:

- (1) when prices change materially, and/or
- (2) sources of supply or services change materially.

For localities where DoS is responsible for report submission and is unable or unwilling to prepare an out-of-cycle report, the report should be prepared and submitted at the direction of the senior officer of the uniformed services at that location.

b. Living Pattern Survey. Out-of-cycle LPS should only be considered when unusual changes have occurred since the submission of the previous LPS, i.e.:

- (1) the first RPS is conducted for the duty station,
- (2) the value of the dollar (in terms of the local currency) has increased/decreased more than 15 percent since the last survey,
- (3) a commissary or exchange facility opens/closes/expands at or near the duty station, and/or
- (4) local market outlets open/close or become more/less accessible.

5. Survey Coordinator. The survey coordinator should have experience in sampling and survey techniques. Due to training requirements it is preferable to have the same individual coordinate the survey(s) for more than one year when possible. The survey coordinator must:

- a. be able to conduct a random sampling in years that the LPS is due, and
- b. maintain formal COLA survey files.

- (1) files must contain copies of at least two prior years RPS for reference purposes,
- (2) instruction materials, and
- (3) feedback information from the Country Allowance Coordinator and PDTATAC.

6. Conducting the Retail Price Schedule. Reports must be submitted annually for locations identified in Part IV of this appendix. When more than one location in a country is required to report, the Country Allowance Coordinator should ensure that all reporting locations prepare the reports during the same time period (usually the first 10 days of the reporting month). Detailed instructions for collecting price data and completing the report can be found in the Retail Price Schedule Handbook. The handbook is available for download from the Per Diem Committee Home Page at: <http://www.dtic.mil/perdiem/datacollectfrms.html>.

a. Collect and report prices from:

- (1) the local market outlets specified on the most recent LPS, and
- (2) U.S. Government facilities if the locality has a Base Exchange or commissary. A separate report with a full set of prices in U.S. dollars is required.

b. Reported prices should be appropriate for families of three to four persons in middle-income pay grades (E-5, E-6, and O-2, O-3 for service members). When possible, family members should be involved in price collection.

c. Price collection should not be delegated to a local national.

d. Prices collected from local market outlets are reported in local currency unless U.S. currency is normally used.

e. A separate report must be completed for U.S. Government facilities. When preparing a report for a commissary/exchange, request the manager's help for customer purchasing preferences. When prices for U. S. Government facilities are reported in U. S. dollars but tied to the fluctuation of the local currency, clearly annotate that information on the report.

f. Collect prices from the same outlets used in the previous retail price schedule (unless a new LPS was conducted). If different outlets are used provide an explanation. (e.g., the most frequently used outlet has closed).

g. Review the reports for price omissions. Price omissions delay processing and may jeopardize calculation of an appropriate index.

h. Compare the current report to the previous report. Where current prices or weights differ substantially from the previous report, explanations or comments should be provided. If errors are discovered in the previous report, they must be reported to permit valid comparisons between reports.

i. Forward completed RPS surveys to the Country Allowance Coordinator. The Country Allowance Coordinator forwards the reports to PDTATAC. Note any significant problems in a forwarding letter.

7. Conducting the Living Pattern Survey. Before an LPS is conducted, the Country Allowance Coordinator contacts PDTATAC and confirms whether the automated or paper-based survey will be used, and to determine the optimum sample size for the location. For required reporting locations and scheduled reporting dates see Table A, Part VI, of this Appendix. LPS reports must be submitted at least once every three years and must precede the RPS survey.

a. Selecting a sample. PDTATAC determines the desired sample size for each location based on data provided by DMDC West and the unique population characteristics of the area. In locations where less than 150 service members are assigned, the entire population (a census) must be surveyed.

(1) Automated LPS. PDTATAC sends the sample size to the Country POC by e-mail, who in turn may forward to locality POCs by e-mail, at least two months prior to the due date of the survey. From rosters or other databases, the locality POC extracts a random sample of members so that the survey is distributed to at least 20% more than the requisite number of eligible members within each paygrade and dependent category.

(2) Paper-based LPS. Duty stations electing to conduct a paper-based LPS must select a sample of at least 150 military members. Paper-based surveys are recommended only for those localities with fewer than 200 members. This sample must consist of members with names drawn at random according to paygrade and dependent category. The random sampling method means that every member at each specified grade level must have an equal chance of being selected.

b. Distributing the Survey. Living Pattern Surveys should be distributed approximately three months prior to the due date of the Retail Price Survey so that data can be summarized prior to price collection.

(1) Automated LPS. The locality survey coordinator downloads the (executable) survey files from the PDTATAC website, adds locality specific information including the e-mail address or website to which the respondents should return the survey. The POC provides instructions to the local military on downloading and participating in the survey (e.g., via the local community's website). Members selected to complete the survey download from the designated file location, complete the survey, and return the data file (*.dat) to the e-mail address listed at the end of the survey.

(2) Paper-based LPS. The locality survey coordinator prints the survey posted on the PDTATAC website, reproduces it and distributes to members.

c. Survey Participation

(1) The survey coordinator must emphasize the importance of the LPS to those selected to participate in the survey. To ensure statistical reliability, the survey coordinator should conduct vigorous follow-up to elicit as many responses as possible.

(2) The survey should be completed by uniformed members with the assistance of all shoppers in the household. Members and their families should identify the local market establishments where they usually shop and how they allocate their purchases between local market and U.S. Government shopping facilities.

(3) The survey should be limited to members who have been at the duty station for three months or more.

(4) Members entitled to 47 percent of the prescribed COLA (JFTR, par. U9154) must be excluded from the survey.

d. Reports. All LPS data from the automated or paper-based reports must be compiled. This data is used by the Locality POC to prepare the Retail Price Schedule and used by PDTATAC in setting the weights for computing COLA indexes.

(1) Automated LPS. When all of the survey data files are received and appended to a master database file, the Locality POC uses the 'Reports' Module to generate summaries of the data compiled and aggregated by the automated program. This includes reports for Demographics, Names of Most Frequently Used Local Retail Outlets, Sources of Supply for Goods and Services, and Relative Use of Goods and Services.

- (a) Reports and appended files are sent to the Country Allowance Coordinator and PDTATAC.
- (b) File copies are maintained by the local survey coordinator.

(2) Paper-based LPS. Additional steps required to process paper-based surveys include:

- (a) The survey coordinator completes the LPS Control Sheet provided in Part IV of this appendix. The control sheet should be returned to the Country Allowance Coordinator at the conclusion of all survey activities.
- (b) LPS responses, including the names of the most frequently used outlets, Relative Importance of Various Sources of Supply, and Relative Use of Commodities and Services should be summarized onto a master LPS.
- (c) Information from the master LPS should be used to complete pages 39 and 40 of the Retail Price Schedule. PDTATAC uses the reported percentage of purchases to determine weights for each of the goods and services categories on the RPS.
- (d) At the conclusion of the LPS, the survey coordinator should return the individual surveys, the master LPS and LPS Control Sheet to the Country Allowance Coordinator, and
- (e) The survey coordinator should retain file copies of the master LPS and LPS Control Sheet.

8. Significant Unique Expenses. In some areas, members must purchase items of significant expense (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. Unique expenses must be incurred by the majority of members assigned, must individually be of a significant amount, and must, in fact, be paid by the vast majority of the members at the overseas PDS. These expenses should be reported/submitted by the Senior Officer to the Country Allowance Coordinator. The Country Allowance Coordinator should provide the information to PDTATAC. Do **not** report these unique expense items on the RPS.

9. Forwarding COLA Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in Table A, Part VI, of this Appendix, i.e., if the RPS month is October the report should reach PDTATAC by 31 October. If the Country Allowance POC is unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch COLA Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

E. Travel Per Diem Reports. PDTATAC is responsible for setting per diem travel allowances for the non-foreign OCONUS areas. The same hotel and restaurant information required for the COLA survey is also required for the travel per diem reports.

1. The Hotel and Restaurant Report. The Hotel and Restaurant Report (Department of State Form DS-2026) is used to provide price data for the most used lodging and restaurant facilities in the non-foreign areas. The annual report is used to review and determine appropriate per diem allowance rates for these localities.
2. Required Travel Per Diem Reporting Locations. Hotel and Restaurant Report (Department of State Form DS-2026) should be submitted annually for the OCONUS non-foreign area locations listed in Table B, Part VI, of this Appendix.

a. Selecting a sample. PDTATAC determines the desired sample size for each location based on data provided by DMDC West and the unique population characteristics of the area. In locations where less than 150 service members are assigned, the entire population (a census) must be surveyed.

(1) Automated LPS. PDTATAC sends the sample size to the Country POC by e-mail, who in turn may forward to locality POCs by e-mail, at least two months prior to the due date of the survey. From rosters or other databases, the locality POC extracts a random sample of members so that the survey is distributed to at least 20% more than the requisite number of eligible members within each paygrade and dependent category.

(2) Paper-based LPS. Duty stations electing to conduct a paper-based LPS must select a sample of at least 150 military members. Paper-based surveys are recommended only for those localities with fewer than 200 members. This sample must consist of members with names drawn at random according to paygrade and dependent category. The random sampling method means that every member at each specified grade level must have an equal chance of being selected.

b. Distributing the Survey. Living Pattern Surveys should be distributed approximately three months prior to the due date of the Retail Price Survey so that data can be summarized prior to price collection.

(1) Automated LPS. The locality survey coordinator downloads the (executable) survey files from the PDTATAC website, adds locality specific information including the e-mail address or website to which the respondents should return the survey. The POC provides instructions to the local military on downloading and participating in the survey (e.g., via the local community's website). Members selected to complete the survey download from the designated file location, complete the survey, and return the data file (*.dat) to the e-mail address listed at the end of the survey.

(2) Paper-based LPS. The locality survey coordinator prints the survey posted on the PDTATAC website, reproduces it and distributes to members.

c. Survey Participation

(1) The survey coordinator must emphasize the importance of the LPS to those selected to participate in the survey. To ensure statistical reliability, the survey coordinator should conduct vigorous follow-up to elicit as many responses as possible.

(2) The survey should be completed by uniformed members with the assistance of all shoppers in the household. Members and their families should identify the local market establishments where they usually shop and how they allocate their purchases between local market and U.S. Government shopping facilities.

(3) The survey should be limited to members who have been at the duty station for three months or more.

(4) Members entitled to 47 percent of the prescribed COLA (JFTR, par. U9154) must be excluded from the survey.

d. Reports. All LPS data from the automated or paper-based reports must be compiled. This data is used by the Locality POC to prepare the Retail Price Schedule and used by PDTATAC in setting the weights for computing COLA indexes.

(1) Automated LPS. When all of the survey data files are received and appended to a master database file, the Locality POC uses the 'Reports' Module to generate summaries of the data compiled and aggregated by the automated program. This includes reports for Demographics, Names of Most Frequently Used Local Retail Outlets, Sources of Supply for Goods and Services, and Relative Use of Goods and Services.

(a) Reports and appended files are sent to the Country Allowance Coordinator and PDTATAC.

(b) File copies are maintained by the local survey coordinator.

(2) Paper-based LPS. Additional steps required to process paper-based surveys include:

(a) The survey coordinator completes the LPS Control Sheet provided in Part IV of this appendix. The control sheet should be returned to the Country Allowance Coordinator at the conclusion of all survey activities.

(b) LPS responses, including the names of the most frequently used outlets, Relative Importance of Various Sources of Supply, and Relative Use of Commodities and Services should be summarized onto a master LPS.

(c) Information from the master LPS should be used to complete pages 39 and 40 of the Retail Price Schedule. PDTATAC uses the reported percentage of purchases to determine weights for each of the goods and services categories in the RPS.

(d) At the conclusion of the LPS, the survey coordinator should return the individual surveys, the master LPS and LPS Control Sheet to the Country Allowance Coordinator, and

(e) The survey coordinator should retain file copies of the master LPS and LPS Control Sheet.

8. Significant Unique Expenses. In some areas, members must purchase items of significant expense (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. Unique expenses must be incurred by the majority of members assigned, must individually be of a significant amount, and must, in fact, be paid by the vast majority of the members at the overseas PDS. These expenses should be reported submitted by the Senior Officer to the Country Allowance Coordinator. The Country Allowance Coordinator should provide the information to PDTATAC. Do *not* report these unique expense items on the RPS.

9. Forwarding COLA Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in Table A, Part VI, of this Appendix, i.e., if the RPS month is October the report should reach PDTATAC by 31 October. If the County Allowance POC is unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch COLA Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

E. Travel Per Diem Reports. PDTATAC is responsible for setting per diem travel allowances for the non-foreign OCONUS areas. The same hotel and restaurant information required for the COLA survey is also required for the travel per diem reports.

1. The Hotel and Restaurant Report. The Hotel and Restaurant Report (Department of State Form DS-2026) is used to provide price data for the most used lodging and restaurant facilities in the non-foreign areas. The annual report is used to review and determine appropriate per diem allowance rates for these localities.

2. Required Travel Per Diem Reporting Locations. Hotel and Restaurant Report (Department of State Form DS-2026) should be submitted annually for the OCONUS non-foreign area locations listed in Table B, Part VI, of this Appendix.

3. Travel Per Diem Reporting Instructions. Reporting officials should ensure that the reports submitted for Alaska, Hawaii, Puerto Rico, and territories and possessions of the United States include lodging and meal costs experienced by all Government travelers, not just uniformed personnel. Facilities reported should be those used by both Federal civilian employees and uniformed personnel. Lodging costs reported should include discounts available to civilian personnel and/or uniformed personnel. When non-commercial lodging and meal facilities are available, reports should also contain the following information:

- a. name of facility,
- b. operating agency, and
- c. amount of meal charges for uniformed personnel, for Department of Defense civilian employees, and for other U.S. Government civilian employees.

4. Requesting a Travel Per Diem Rate Change. When the travel expenses in the area appear to be significantly different than the prescribed per diem rate, the local commander and/or the senior officer should forward to PDTATAC:

- a. a request for a review/change in the per diem rate, and
- b. Department of State Form DS-2026, Hotel and Restaurant Report, submitted through the Country Allowance Coordinator.

5. Forwarding Travel Per Diem Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in column two of Table B, Part VI, of this Appendix, i.e., if the 'Month Annual Travel Report Due' is October the report should reach PDTATAC by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch Travel Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

APPENDIX M

PART II: CURRENCY ADJUSTMENTS

A. Currency Adjustments. Overseas allowances are paid to the member in U.S. dollars; however, some rents, utilities, move-in items, and many goods and services are paid in the local currency. ***Purchases made in U.S. dollars are not adjusted for currency fluctuation.*** This necessitates periodic adjustment of allowances to ensure that members maintain their purchasing power in the local currency used.

1. Reviewing and Adjusting Exchange Rates. PDTATAC reviews and adjusts (when necessary) exchange rates for countries where members are assigned. Based solely on the currency fluctuations, adjustments are made:

- a. twice monthly,
- b. to Overseas Housing Allowances (OHA), and/or
- c. to Cost-of-Living Allowances (COLA).

2. Determining 'New' Exchange Rates. The new exchange rate selected by PDTATAC ensures that neither the member nor the Government makes or loses money. The goal is for both the member and the Government to 'break even'. PDTATAC uses a tracking and adjustment currency model that:

- a. compares the daily difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,
- b. compares the weekly difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,
- c. accumulates both positive and negative exchange rate differences,
- d. makes a new exchange rate selection when the weekly differences reach a five- percent limit,
- e. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight-week period.

3. Rapid Dollar Depreciation/Appreciation. Rapid dollar depreciation/appreciation causes sometimes large and/or frequent changes in the dollar amount of members' paychecks. To restrain large changes PDTATAC uses a 'look-ahead' module. The 'look-ahead' module:

- a. reviews the current accumulator,
- b. projects the accumulator forward to the next review period,
- c. selects a new exchange rate if the projected accumulator reaches the five percent limit,
- d. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight week period, and
- e. minimizes the financial (amount of paycheck fluctuation) impact to member by buying back the accumulator early.

B. Collecting Daily Exchange Rates. PDTATAC collects daily exchange rates from overseas locations and:

- 1. overseas commands (in countries where a significant number of members is assigned),

2. the Wall Street Journal, or
3. the USOFFICE RSC Charleston.

C. Tracking Daily Exchange Rates. PDTATAC tracks daily exchanges rates provided directly by:

1. tracks the allowance exchange rate to the actual trading rate available to members,
2. adjusts the allowance exchange rate when the accumulated difference between the two rates reach a threshold of five percent.

D. Currency Adjustment Effective Dates. Currency adjustments are effective the 1st and 16th of each month; however, processing time requires that the exchange rate review take place on or before the 8th of the month (for the 16th adjustment) or the 22nd of the month (for 1st adjustment).

APPENDIX M**PART III: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES**

A. Overseas Command Commander Responsibilities. For overseas housing the Commander should explore every means possible that helps members obtain adequate, reasonably priced local economy housing. Additionally, the Commander should:

1. require new arriving members to register with the local housing office(r).
2. emphasize the need for new members to keep the housing office(r) informed of their progress in locating housing.
3. provide the incoming member a copy of the OHA briefing sheet (see Appendix K, Part I).
4. advise the incoming member of the responsibility to aggressively seek adequate, reasonably priced housing.
5. follow-up on the member's progress in obtaining housing.
6. advise the member of what constitutes an illegal rental contract (e.g., a lease that stipulates rent in an amount less than that agreed, which could permit landlord to avoid local taxes), and
7. inform the member of the member's obligation to avoid illegal rental contracts.

B. Senior Officer Responsibilities. The senior officer of the Uniformed Services in each country has responsibility for the quality and timeliness of all allowance and travel per diem reports for that country. As used in this Appendix, the term 'country' also applies to Hawaii, Alaska and territories and/or possessions of the United States. See Table C, Part VI, of this Appendix, for a list of required reporting locations and the responsible command senior officer. The senior officer should:

1. formally appoints a Country Allowance Coordinator. The senior officer should provide to PDTATAC the allowance coordinator's:
 - a. e-mail address,
 - b. commercial telephone number,
 - c. DSN telephone number (with prefix),
 - d. commercial FAX telephone number, and
 - e. DSN FAX telephone number (with prefix), if available.
2. provide to PDTATAC a copy of the Country Allowance Coordinator's appointment letter. A sample is provided in Part V of this Appendix. Forward a copy of the appointment letter to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

3. ensure that the appointed Country Allowance Coordinator:
 - a. is a good leader and motivator with sufficient authority - in many cases the allowance coordinator depends on individuals at other duty stations to collect data,
 - b. is a good communicator - allowance coordinators sometimes train other individuals to conduct surveys,
 - c. is experienced in conducting surveys (if at all possible), and
 - d. will be on the job for more than one survey cycle.
4. solicit the support of other commanders to designate local survey coordinators to work with the Country Allowance Coordinator in preparation of timely, high-quality reports.
5. ensure that the required reports are properly prepared and forwarded to PDTATAC by the due date. If parts of the report are delayed, completed parts will be forwarded with a cover letter. The cover letter should indicate a timeframe for forwarding the delayed reports.
6. report economic changes or other factors that substantially alter the cost of living in the country. Supporting data should be provided.
7. ensure that commanders do not establish policies that direct uniformed members to rent either above or below published rental allowance ceilings.
8. ensure that the commander advise uniformed members that, based on exchange rate fluctuations and PDTATAC reviews of cost data, station and travel per diem allowances are subject to decreases as well as increases.

C. Country Allowance Coordinator Responsibilities. The Country Allowance Coordinator responsibilities include:

1. OHA Utility and Utility/MIHA Survey. The Country Allowance Coordinator receives from a PDTATAC contractor a list of the members included in the utility or utility/MIHA survey. The allowance coordinator should review the list, make corrections where necessary, and return the corrected list to the contractor. For the utility or utility/MIHA survey the allowance coordinator also should:

- a. widely advertise the upcoming survey,
- b. stress the importance of the member completing and returning the survey, and
- c. issue supplementary utility survey instructions that help the member complete the questionnaire

2. COLA Surveys (RPS, LPS, and Hotel and Restaurant Report). For COLA surveys the Country Allowance Coordinator should:

- a. maintain a list of all duty stations for the country as well as the individual PoC and office responsible for annual COLA survey preparation,
- b. maintain at least two prior COLA reports,
- c. keep forms and instructional materials needed for local survey coordinators,
- d. ensure that local survey coordinators are trained in price and data collection and maintain appropriate training records,

e. ensure that local survey coordinators do not distribute excessive numbers of LPSs when conducting surveys.

3. Completed Station Allowance Reports. When surveys are complete the Country Allowance Coordinator should consolidate and forward the reports to PDTATAC with a cover letter. Forward the reports and letter to the address in Part I, par. D15, of this Appendix. The letter should be signed by the senior officer, or designee, and should include the following information, where applicable:

a. duty station changes (new, deleted, name changes);

b. any recommendations for revising the current locality listings in the Per Diem, COLA, and/or OHA lists on the PDTATAC Website (<http://www.dtic.mil/perdiem>); recommendations to consolidate or separate localities should include justification; and

c. for COLA surveys, the LPS Control Sheet completed for all areas for which a living pattern survey was conducted.

4. Currency Rates of Exchange. For localities reporting daily exchange rate information the Country Allowance Coordinator ensures that currency reports are provided as required.

D. Country Allowance Coordinator Training. PDTATAC periodically conducts an in-depth two-day training session for OCONUS Country Allowance Coordinators. The adequacy of allowances is often a reflection of the Country Allowance Coordinator's knowledge and the support given to the PoC by the local command structure. The training enhances this effort by providing a working knowledge of the allowances, survey techniques, and results in more accurate and complete data reporting. The senior officer should plan for new Country Allowance Coordinators to attend a minimum of one session. This is especially helpful just prior to conducting the country's cost surveys.

1. Training Location. All training sessions are held at:

Per Diem Travel and Transportation Allowance Committee
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, Virginia

2. Training and or Scheduling Information. For training and or scheduling information send e-mail message to: POC.Training@perdiem.osd.mil.

APPENDIX M

PART IV: LIVING PATTERN SURVEY (LPS) CONTROL SHEET

NOTE: When conducting an LPS, use this control sheet to track the number of surveys distributed and returned for your group. See JFTR, Appendix M, for instructions in conducting the survey.

Country: _____

Locality/Station: _____

Survey began (dd/mm/yyyy): _____ Survey completed (dd/mm/yyyy): _____

Survey Coordinator (Name and Pay Grade): _____

Number of eligible members: _____

Number of LPSs distributed and returned:

Member's Pay Grade	Number LPSs Distributed	Number LPSs Returned
06-O10		
O-5		
O-4/W-4/W-5/O-3E		
O-3/W-3/O-2E		
O-2/W-2/O-1E/W-1		
O-1		
E-9		
E-8		
E-7		
E-6		
E-5		
E-4		
E-3		
E-2		
E-1		
Total LPSs		

Signature of Survey Coordinator

Date (dd/mm/yyyy)

APPENDIX M

PART V: SAMPLE APPOINTMENT LETTER FOR COUNTRY ALLOWANCE COORDINATOR

From: (Senior Officer)

To: (Designated Country Allowance Coordinator)

Subject: Appointment as Country Allowance Coordinator for (Location/Locations)

1. You are hereby designated as the Country Allowance Coordinator and PoC for allowances (OHA, COLA, and/or per diem). You are directed to carry out your duties utilizing guidelines contained in Joint Federal Travel Regulations, Volume 1 (JFTR), Appendix M.
2. The Country Allowance Coordinator works directly with the Per Diem, Travel and Transportation Allowance Committee (PDTATAC), Alexandria, VA, for OCONUS housing, cost-of-living and travel per diem allowance issues.
3. As the Country Allowance Coordinator you are responsible for coordinating the price collection data for all surveys required by JFTR, Appendix M and submitting the results to the PDTATAC.

Signature and Signature Block
Of Senior Officer

cc: Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22334-1300

APPENDIX M

PART VI: TABLES OF REPORTING LOCATIONS/SCHEDULES AND
RESPONSIBLE COMMAND/SENIOR OFFICERA. Cost-of-Living (COLA) Surveys - Required Reporting Locations/Schedule

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	LPS Year
Alaska:		
Anchorage	October	2003
Cordova	October	2003
Fairbanks	October	2003
Homer	October	2003
Juneau	October	2003
Kenai	October	2003
Ketchikan	October	2003
Kodiak	October	2003
Kotzebue	October	2003
Nome	October	2003
Seward	October	2003
Sitka	October	2003
Tok	October	2003
Unalaska	October	2003
Valdez	October	2003
Wasilla	October	2003
American Samoa	June	2004
Australia:		
Woomera	Nov	2003
Bahrain	August	2003
Belgium:		
Hainaut Prov (incl Chievres SHAPE)	March	2003
Province of Limburg (Kleine Brogel)	March	2003

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	COLA Year
Canada:		
Halifax (per month Shearwater)	November	2003
North Bay	November	2003
Denmark:		
Karup (incl. Billup and Viborg)	April	2003
Germany:		
Bremen (incl. Bremerhaven and Nordholtz)	November	2003
Garmisch (B)	November	2003
Geilenkirchen (NRW)	November	2003
Hendelburg (BW)	November	2003
Ramstein (RP)	November	2003
Schwemum (B)	November	2003
Sulitgen (BW)	November	2003
Völsel, Grafenwohr (B)	November	2003
Gibraltar:	June	2003
Greece:		
Ataxos	April	2003
Larissa (incl. Ormanavos)	April	2003
Souda Bay	April	2003
Guam:	March	2003
Hawaii:		
Hawaii (Other)	March	2003
Kaun	March	2003
Mau	March	2003
Oahu	March	2003
India:		
Delhi	October	2003
Italy:		
Genoa	September	2003
Genoa	September	2003
Orlando	September	2003
San Francisco	September	2003

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	LPS Year
Latina	September	2003
Livorno (incl Camp Darby)	September	2003
Naples	September	2003
Sigonella	September	2003
Verona	September	2003
Vicenza (incl Longare)	September	2003
Japan:		
Atsugi (KA)	February	2003
Camp Zama (KA)	February	2003
Iwakuni (YA)	February	2003
Misawa (AO)	February	2003
Okinawa (OK)	February	2003
Sasebo (NA)	February	2003
Yokosuka (KA)	February	2003
Yokohama (KA)	February	2003
Yokota (KA)	February	2003
Korea:		
Camp Humphreys (formerly Pyongtaek)	June	2003
Chinhae	June	2003
Osan AB	June	2003
Pusan	June	2003
Seoul (K-16Fld/C.Mercer/SiteTango)	June	2003
Taegu/Waegwan (incl Camps Carroll, Henry, & Walker)	June	2003
Micronesia, Fed States of:		
Yap	February	2003
Mongolia	January	2003
Netherlands:		
Province of Limburg (Brunssum/Schinnen)	February	2003
Rotterdam	February	2003
Volkel	February	2003
Northern Mariana Islands:		
Saipan	February	2003

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	LPS Year
Portugal:		
Azores	November	2003
Puerto Rico:		
Aguadilla (incl CG AS Borinquen)	September	2003
Ft. Buchanan	September	2003
Roosevelt Roads	September	2003
Singapore	April	2003
Spain:		
Moron AB	February	2003
Rota	February	2003
United Kingdom:		
Croughton (including Barford St. John, Bicester, and Upper Heyford)(E)	May	2003
Fairford (E)	May	2003
Harrogate/Menwith Hill (E)	May	2003
High Wycombe/Daws Hill (E)	May	2003
Lakenheath/Mildenhall (E)	May	2003
London, Central (E)	May	2003
Yeovilton (E)	May	2003
St. Mawgan (E)	May	2003
Virgin Islands:		
St. Croix	June	2003

B. Travel Per Diem Reports - Required Reporting Locations/Schedule

Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection	Month Annual Travel Report Due
Alaska:	
Anchorage (incl Naval Reserve Station)	October
Bethel	October
Cordova	October
Delta Junction (Ft. Greely)	October
Denali National Park	October
Dutch Harbor-Unalaska	October
Fairbanks	October
Glennallen	October
Healy	October
Homer	October
Juneau	October
Kenai-Soldotna	October
Kennicott	October
Ketchikan	October
Klawock	October
Kodiak	October
Kotzebue	October
Nome	October
Petersburg	October
Seward	October
Sitka-Mt. Edgecombe	October
Tok	October
Umiat	October
Valdez	October
Wasilla	October
American Samoa	June
Guam	March

Travel Per Diem Reports - Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection	
Hawaii:	
Isle of Hawaii: Hilo	
Isle of Hawaii: Other	
Isle of Kauai	
Isle of Maui	
Isle of Oahu	
Johnston Atoll	
Midway Islands	
Northern Mariana Islands:	
Rota	
Saipan	
Other	
Puerto Rico:	
Aguadilla	
Ft. Buchanan (incl GSA Svc Ctr)	
Mayaguez	
Ponce	
Roosevelt Rds (incl Naval Reserve Station)	
San Juan (incl Naval Reserve Station)	
Virgin Islands:	
St. John	
St. Thomas	
Wake Island	

C Country Allowance Reports - Required Reporting Locations/Responsible Command/Senior Officer

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Coast Guard Liaison Office, Pago Pago
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires
Australia	USCINCPACREP, Australia
Austria	USDAO, Vienna
Bahamas	American Embassy, Bahamas
Bahrain	Administrative Support Unit, Bahrain
Barbados	USDAO, Bridgetown
Belgium	NSSG US SHAPE (responsibility for housing reports delegated to NSSG US SHAPE AERSH-EO)
Belize	USMLO, Belize City
Bolivia	USDAO, La Paz
Brazil	USMLO, Brasilia
Canada	USDAO, Ottawa (responsibility for Argentina reports delegated to NAVFAC Argentina; responsibility for British Columbia housing reports delegated to NAVUSEAWARENGSTA Keyport)
Chile	USDAO, Santiago
Colombia	USMILGP, Bogota
Costa Rica	USMILGP, San Jose
Denmark	USODC, Copenhagen
Dominica	USMLO, Bridgetown
Dominican Republic	USMAAG, Santo Domingo
Ecuador	COMUSMILGP, Quito
Egypt	OMC, Cairo (responsibility for housing reports delegated to U.S. Naval Medical Research Unit, Cairo)
El Salvador	USMILGP, San Salvador
Fiji	USCINCPACREP, Suva
France	USDAO, Paris
Germany	CINCLUSAREUR
Gibraltar	CINCLUSNAVEUR London (N25)
Greece	ODC, Athens (responsibility for all reports delegated to CO, 7276 ABG, Iraklion AS)

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Guam	USCINCPACREP, Guam
Guatemala	USMILGP, Guatemala City
Hawaii	USCINCPAC, Honolulu
Honduras	USMILGP, Tegucigalpa
Hong Kong	USDLO, HK
Iceland	Iceland Defense Forces, Keflavik
India	USDAO, New Delhi
Ireland	USDAO, Dublin
Israel	USDAO, Tel Aviv
Italy	CINCSOUTH, Naples (responsibility for all reports delegated to U.S. Naval Support Activity, Naples)
Jamaica	USDAO, Kingston
Japan	COMUSFORJAPAN
Johnston Atoll	USCINCPAC, Honolulu
Jordan	Military Assistance Program (MAP), Amman
Kenya	U.S. Liaison Office, Nairobi
Korea	COMUSFORKOREA
Luxembourg	USODC BELLUX OL, Luxembourg
Malaysia	USDAO, Kuala Lumpur
Marshall Islands	USCINCPACREP Marshall Islands
Mexico	USDAO, Mexico City
Micronesia, Fed. States of	USCINCPACREP, Guam
Midway Islands	CO, U.S. Naval Station, Midway Islands
Morocco	U.S. Liaison Office, Rabat
Netherlands	AFCENT SUPACT (US), Brunssum (responsibility for housing reports for the Hague delegated to USODC, The Hague)
New Zealand	USDAO, Wellington (responsibility for housing reports for Christchurch delegated to NAVSUPFORANTARTICA DET Christchurch)
Northern Mariana Islands	USCINCPACREP, Guam
Norway	USODC, Oslo
Palau, Republic of	CINCPACREP, Guam
Paraguay	USODC, Asuncion
Peru	USMAAG, Lima
Philippines	CINCPACREP, Philippines (responsibility for housing reports for Manila delegated to NAMRU Two, Manila)

- b. in-house travel offices.
- 2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at: <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at: <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
 - c. Service regulations.
- C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-61 and JTR, par. C2204-B).
- D. Transportation Reimbursement
 - 1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
 - 2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation *NOT* the least expensive unrestricted commercial coach fare that meets mission requirements.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

- A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.*
- B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.
- * C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, per diem, gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR, par. C4709). When possible, the CTO, per FRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. *Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.* Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel) does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (*found at website <http://www.dtic.mil/comptroller/fmr/>*) (or appropriate Service regulations for the non-DoD Services). *Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.*

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.***
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled; ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***
 - l. expedited charge card delivery (***effective 1 May 2001***);
 - m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements); and
 - n. late check-out fees for lodging.
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling ***Government property at terminals and hotels***;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling ***any baggage*** at transportation terminals;

B. Travel Per Diem Reports - Required Reporting Locations/Schedule

Month	Travel Per Diem Reports - Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection	Annual Travel Report Due
Alaska:		
	Anchorage (incl Naval Reserve Station)	(October)
	Bethel	(October)
	Cordova	(October)
	Delta Junction (Ft. Greely)	(October)
	Denali National Park	(October)
	Dutch Harbor-L. Alaska	(October)
	Fairbanks	(October)
	Glenallen	(October)
	Healy	(October)
	Homer	(October)
	Juneau	(October)
	Kenai-Soldotna	(October)
	Kennicott	(October)
	Kechikan	(October)
	Klawock	(October)
	Kodiak	(October)
	Kotzebue	(October)
	Nome	(October)
	Petersburg	(October)
	Seward	(October)
	Sitka-Mt. Edgecombe	(October)
	Tok	(October)
	Umat	(October)
	Valdez	(October)
	Vassila	(October)
American Samoa		June
Guam		March

Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection	Amount of Travel Reported
Hawaii:	
Isle of Hawaii: Hilo	
Isle of Hawaii: Other	
Isle of Kauai	
Isle of Maui	
Isle of Oahu	
Johnston Atoll	
Midway Islands	
Northern Mariana Islands:	
Rota	
Saipan	
Other	
Puerto Rico:	
Aguadilla	
Ft. Buchanan (incl GSA Svc Ctr)	
Mayaguez	
Ponce	
Roosevelt Rds (incl Naval Reserve Station)	
San Juan (incl Naval Reserve Station)	
Virgin Islands:	
St. John	
St. Thomas	
Wake Island	

C. Country Allowance Reports - Required Reporting Locations/Responsible Command/Senior Officer

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Coast Guard Liaison Office, Pago Pago
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires
Australia	USCINCPACREP, Australia
Austria	USDAO, Vienna
Bahamas	American Embassy, Bahamas
Bahrain	Administrative Support Unit, Bahrain
Barbados	USDAO, Bridgetown
Belgium	NSSG US SHAPE (responsibility for housing reports delegated to NSSG US SHAPE AERSII-EO)
Belize	USMLO, Belize City
Bolivia	USDAO, La Paz
Brazil	USMLO, Brasilia
Canada	USDAO, Ottawa (responsibility for Argentina reports delegated to NAVFAC Argentina; responsibility for British Columbia housing reports delegated to NAVUSF/AWARENGSTA Keyport)
Chile	USDAO, Santiago
Colombia	USMILGP, Bogota
Costa Rica	USMILGP, San Jose
Denmark	USODC, Copenhagen
Dominica	USMLO, Bridgetown
Dominican Republic	USMAAG, Santo Domingo
Ecuador	COMUSMILGP, Quito
Egypt	ONIC, Cairo (responsibility for housing reports delegated to U.S. Naval Medical Research Unit, Cairo)
El Salvador	USMILGP, San Salvador
Fiji	USCINCPACREP, Suva
France	USDAO, Paris
Germany	CINCPACUSAREUR
Gibraltar	CINCPACUSAREUR London (N25)
Greece	OFIC, Athens (responsibility for all reports delegated to CO, 7276 ABG, Iraklion AS)

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Guam	USCINCPACREP, Guam
Guatemala	USMILGP, Guatemala City
Hawaii	USCINCPAC, Honolulu
Honduras	USMILGP, Tegucigalpa
Hong Kong	USDLO, HK
Iceland	Iceland Defense Forces, Keflavik
India	USDAO, New Delhi
Ireland	USDAO, Dublin
Israel	USDAO, Tel Aviv
Italy	CINCSOUTH, Naples (responsibility for all reports delegated to U.S. Naval Support Activity, Naples)
Jamaica	USDAO, Kingston
Japan	COMUSFORJAPAN
Johnston Atoll	USCINCPAC, Honolulu
Jordan	Military Assistance Program (MAP), Amman
Kenya	U.S. Liaison Office, Nairobi
Korea	COMUSFORKOREA
Luxembourg	USODC BELLUX OL, Luxembourg
Malaysia	USDAO, Kuala Lumpur
Marshall Islands	USCINCPACREP Marshall Islands
Mexico	USDAO, Mexico City
Micronesia, Fed. States of	USCINCPACREP, Guam
Midway Islands	CO, U.S. Naval Station, Midway Islands
Morocco	U.S. Liaison Office, Rabat
Netherlands	AFCENT SUPACT (US), Brunssum (responsibility for housing reports for the Hague delegated to USODC, The Hague)
New Zealand	USDAO, Wellington (responsibility for housing reports for Christchurch delegated to NAVSUPFORANTARTICA DET Christchurch)
Northern Mariana Islands	USCINCPACREP, Guam
Norway	USODC, Oslo
Palau, Republic of	CINCPACREP, Guam
Paraguay	USODC, Asuncion
Peru	USMAAG, Lima
Philippines	CINCPACREP, Philippines (responsibility for housing reports for Manila delegated to NAMRU Two, Manila)

b. in-house travel offices.

2. All travel arrangements must be made in accordance with:

a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the AO certifies that a CTO was is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.*

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

* C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, including gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4529 and JTR, par. C4709). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. *Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.* Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service regulations for the non-DoD Services). *Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.*

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; **NOTE:** *Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;*
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled; **NOTE:** *Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;*
 - l. expedited charge card delivery (*effective 1 May 2001*);
 - m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements); and
 - n. late check-out fees for lodging.
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES:** tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY:** customary tips for handling *any baggage* at transportation terminals;

17. CIVILIAN EMPLOYEES ONLY

- a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;
- b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

(Effective 1 April 2001)

18. UNIFORMED MEMBERS ONLY:

- a. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);
- b. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.;

19. similar travel related expenses **NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees;** and

*20. any per-day administrative fee called for by the MTMC rental car agreements.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.

5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, *Assigned Unit* is a reserve member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
- *4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.